

Minnesota Department of Transportation

P6 Reports and Layouts User Guide

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1.0 GENERAL INFORMATION

The purpose of this document is to provide guidance to Project Managers, Functional Groups and Activity Owners on how to use reports and layouts generated by P6.

The reports in this document are available on the P6 web site [Reports](#) page or can be generated by request from the SSC. This document identifies the reports used for the project baseline process and the reports used to monitor the progress on a project.

Each report identified will have an overview description, typical use, a One-Pager with sample data and where it is generated in P6.

It is expected that these reports will evolve as the needs of reporting change. Please discuss any comments with either SSC or Admin staff.

2.0 REPORT INFORMATION

This section summarizes the description and typical use for baselining and monitoring reports.

2.1 BASELINING REPORTS

There are three reports used to baseline a project schedule. For information on how a schedule is baselined, see [PD-10-01 Schedule Creation and Baseline Process](#).

Click the *link name* to go to the sample report.

1. [MnDOT Baseline Gantt Chart](#)

Description

The Gantt Chart contains all of the activities in a schedule grouped by Work Package and Work Break Down Structure (WBS)).

Typical Use

This layout is a good tool to review:

- Work Packages in a design project schedule
- Activities included in each work package
- Anticipated activity original duration
- Owner and Functional Group assignments

2. [MnDOT Baseline Relationships Report](#)

Description

The Relationship Report shows all of the predecessor and successor logic for each activity in a schedule. These relationships drive the start of a specific activity.

Typical Use

This report may be used with the Gantt Chart will help identify changes needed to correct logic to better represent the anticipated project work flow.

3. [MnDOT Role Report](#)

Description

The role report is used to evaluate the job class (role) of the people performing work on an activity and adjust the role hours. This report is grouped by similar role so you can see all of the activities performed by a specific role on a project.

Typical Use

Assign the appropriate roles and role hours to activities:

- Is the role assigned correct to complete an activity?
- Do roles need to be added to an activity?
- Are the estimated budgeted units (hours) accurate to complete the activity?
- What unused roles need to be removed?

2.2 SCHEDULE MONITORING REPORTS

These reports are posted to the [P6 Reports](#) webpage. The [Report Generation Frequency](#) specifies the timelines for report generation.

1. [Program Review Report](#)

Description

These reports are District-specific report including all of the schedules in P6 that represent Planned or Programmed projects. The reports include PPMS header and P6 activity data. Listed activities may vary by district request.

Typical Use

Program Review reports are used at project management and functional group coordination meetings focused on delivering projects on time.

2. [Functional Group Report by Owner](#)

Description

This report contains all activities coded to a specific Functional Group. The activities are grouped by Functional Group and activity owner.

Typical Use

Functional Group can review all activities in the state or district within one report. Grouping by Owner will aid in workload planning for functional group teams as well as individual users.

3. [Functional Group Report by Letting Date](#)

Description

This report contains all activities coded to a specific Functional Group. The activities are grouped by Functional Group, let date, and SP.

Typical Use

Functional Group can review all activities in one report. Grouping projects by let date and SP allows this report to supplement Program Review and aids Functional Groups in determining if their activities are on a project (or missing).

4. [Functional Group Summary Report](#)

Description

This report shows all of the activities planned to be completed by a specific role. The hours related to each role are distributed by month in the spreadsheet.

Typical Use

This report allows Functional Groups to determine the amount of hours planned for an individual role in any upcoming month. Hours are summarized by individual roles and by functional group to help determine if a role or functional group is over-allocated or underutilized in any given month.

5. [MnDOT - 3 Month LA; TF < 60 D](#)

Description

This layout report lists the activities in a schedule grouped by Work Break Down Structure (Project Deliverables) with less than 60 days total float and can be started in the next three months.

Typical Use

Review upcoming activities on an individual project.

6. [MnDOT - Gantt Chart Layout](#)

Description

The Gantt Chart contains all of the activities in a specific project grouped by Work Break Down Structure (Project Deliverables). Activities on the critical path have red bars on the Gantt chart.

Typical Use

This layout is a good tool to review:

- Work Packages in a design project schedule
- Activities included in each work package
- Anticipated Activity Original and Remaining Duration and Physical Percent Complete
- Owner and Functional Group assignments

7. [Schedule Review: Relationships by WBS](#)

Description

The Relationship Report shows the predecessor and successor logic for each activity in a schedule. These relationships drive the start of a specific activity.

Typical Use

Review what activity is driving the start of another activity (what activity needs to be completed in order to start the next activity).

This report may be used with the Gantt Chart will help identify changes needed to correct logic to better represent the anticipated project work flow.

Updated 201401212

8. [All Activities By Total Float](#)

Description

This layout report shows each of the float paths associated with a group of activities within a schedule.

Typical Use

Review Activity float paths to understand critical paths and secondary paths.

This report aids in design of recovery schedules. The critical float path is usually near the top (note activities with 7-day calendars may appear first if project is in negative float). Each of the float paths can be used to understand how groups of activities work together.

9. [All Activities by Early Start](#)

Description

This layout report contains all activities in a schedule sorted in chronological order.

Typical Use

Review upcoming work in chronological order (what is coming next). Note: consecutive activities may be on unrelated logic paths. No logic assumptions should be made based on this layout.

10. [PPMS Header Current](#)

Description

This is a PPMS-generated report that is linked to the Project Management spreadsheet. It contains the project description, location, limits, estimated costs, development schedule, and letting dates for Trunk Highway, State Aid, Transit, and Rail and Intelligent Transportation Systems projects.

Typical Use

Verify information – let date, funding, etc

11. [Owner Reports - All Activities Spreadsheet](#)

Description

This report contains schedule activities for active design schedules and multiple P6 activity data fields in a table; sortable and filterable for easy analysis.

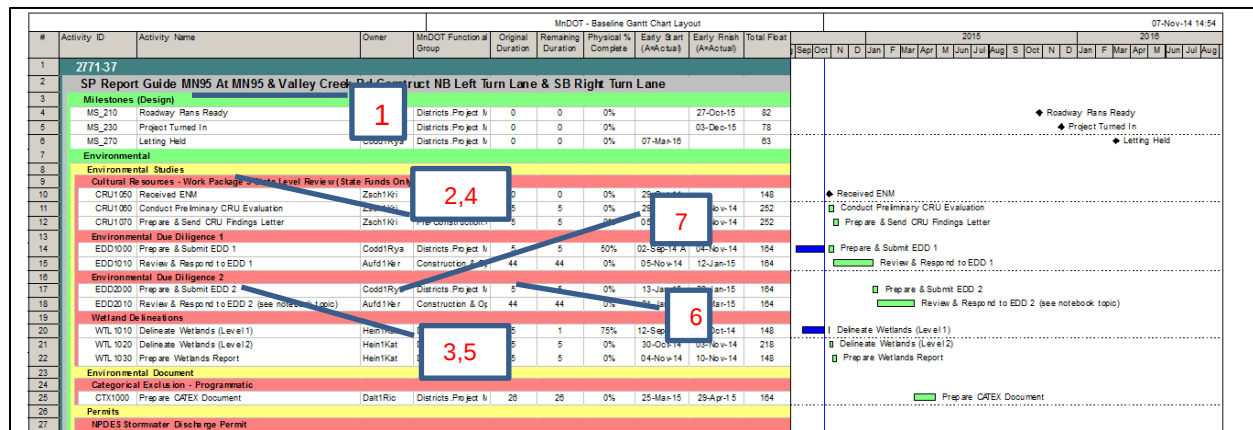
Typical Use

Analysis of any variety of project activity information by the District, Project Manager, Functional Group, or activity owner.

3.0 BASELINING REPORT ONE PAGERS

This section contains One-Pagers providing information on how to read project reports. The audience is Project Managers, Functional Group Managers, and Activity Owners. Each report presented below shows the primary purpose, column fields, and common uses and key features.

3.1 MNDOT-BASELINE GANTT CHART LAYOUT



Gantt Chart Project Review: (numbering correlates to red values on schedule).

The primary use of the project Gantt chart is for review of a specific project, often by a project manager or functional group. The Activities are grouped by Work Breakdown Structure (WBS).

P6 Activity Layout: MnDOT – Baseline Gantt Chart Layout

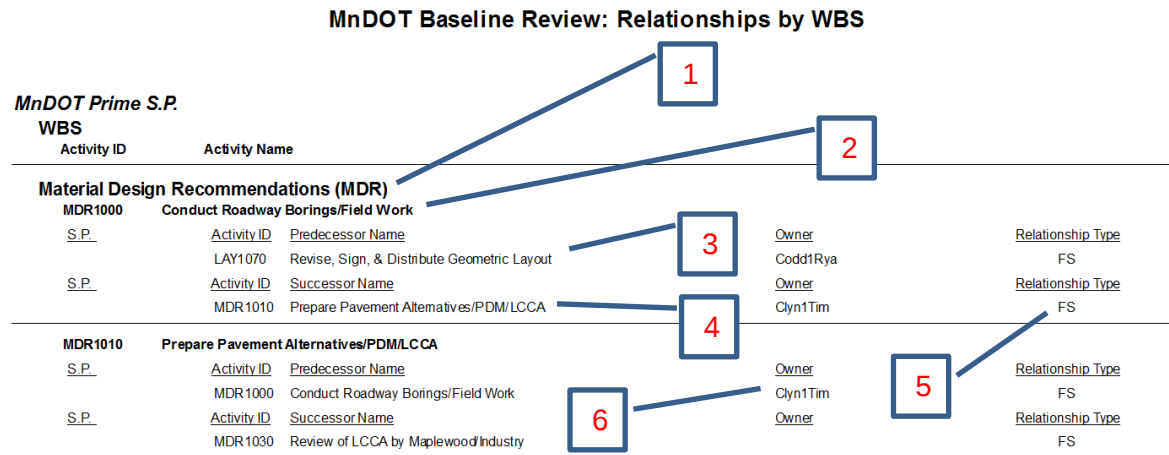
Schedule Information:

1. Highest level of WBS within a project. Typically detailing work type.
2. Lowest level of WBS usually correlating to a deliverable.
3. Activities under WBS to produce deliverable.

Gantt Chart Project Review

4. Are the correct work packages in the schedule (look at lowest level of WBS for work package and deliverables)?
5. Are the needed activities and deliverables in the schedule?
6. Is the duration, in days, correct for the activities you are responsible for?
7. Review and complete any missing owners.

3.2 MNDOT-BASELINE RELATIONSHIPS REPORT



Logic Report: (Numbering correlates to red values on schedule)

The Project relationship report contains the logic between activities in a schedule. The Predecessor and Successor logic drives the start or finish of an Activity and Float calculations.

P6 Report Layout: *MnDOT Baseline Review: Relationship by WBS*

Schedule Information:

1. Lowest Level of WBS Activity is under.
2. Activity the logic is detailed for.
3. Predecessor, Activity to be completed before the Activity being detailed.
4. Successor, Activity occurring after completion of the Activity being detailed.
5. Type of logic; FS = Finish Start, SS = Start-Start, FF = Finish-Finish.
6. Owner of Predecessor or Successor.

3.3 MNDOT-ROLE REPORT

MnDOT - Role Review by Role		07-Nov-14 15:15	
Activity ID	Activity Name	Activity Original Duration (Days)	Role Budgeted Units (Hours)
SP Report Guide MN95 At MN95 & Valley Creek Rd-Construct		377	2465
Role: MnDOT MnDOT		377	2465
Role: MnDOT.OCR Office of Civil Rights		10	4
Role: MnDOT.OCR.DSBC DBE & Small Business Contracting		10	4
Role: MnDOT.OCR.DSBC.SBC S Small Business Contracting Specialist		10	4
CVL1000	Request/Determine Goals	10	4
Role: MnDOT.OPSDIV Operations Division		377	2149
Role: MnDOT.OPSDIV.DIST District		377	2133
Role: MnDOT.OPSDIV.DIST.PM Project Management		286	25
Role: MnDOT.OPSDIV.DIST.PM.OPSPM Project Manager		266	24
EDD1000	Prepare & Submit EDD 1	5	2
EDD2000	Prepare & Submit EDD 2	5	2
PLN6000	Prepare 60% Plans (As Defined by Project Team in Activity Steps)	4	3
PLN9000	Prepare 90% Plans (As Defined by Project Team in Activity Steps)	4	5
PRO1000	Prepare Special Provisions	5	4
TMP1000	Prepare TMP	5	8
Role: MnDOT.OPSDIV.DIST.PM.DPM Deputy Project Manager		10	1
TUR1020	Conduct QMP Check by District	10	1

Role Review (numbering correlates to red values on schedule).

This report is for workload planning. The report is showing all of the planned hours on a Project to be completed by a Role for the listed Activities. This work is summarized by Role Group (branch of role tree).

P6 Resource Assignment Layout: *MnDOT - Baseline Role Review by Role*

Schedule Information:

1. Role – Person classification to perform task
2. Activity - Task to be completed.
3. Role Budgeted Units –hours to perform task.
4. Summary of Budgeted Units –Rolled up hours for single Role across multiple Activities.

4.0 SCHEDULE MONITORING REPORT ONE PAGERS

The following information is further guidance, protocols, and reference materials for creating and baselining a schedule.

4.1 PROGRAM REVIEW REPORT

District 6 Program Review
10/06/2014

MINNESOTA DEPARTMENT OF TRANSPORTATION
ACTIVITY REPORT

Page 1

1 SPN: 2001-36 DIST 06 AREA W RTE: 14 COUNTY: Steele,74,Dodge,20 STATUS: Programmed ORG LET: 01/23/15 LET DATE: 11/21/14

DESCRIPTION: TH 14 FROM 0.52 MI E OF TH 35 TO TH 218 AND FROM 0.04 MI W OF CR 180 TO 1.1 MI W OF TH 56, GRADING, BITUMINOUS MILL AND OVERLAY AND LIGHTING

PROGRAM: RS COST EST CHANGE: 07/31/14 ORG COST: \$5,909,000.00

MILES: 16.21 PARCELS: CONST COST: \$5,909,000.00

FUND DESIGNATORS: NHPP,SM RELLOC: ORIG R/W EST: \$0.00

PRE DSN PRJ MGR: Heather Lukes ELEMENT ID: 110421 REVISED R/W: \$0.00

FIN DSN PRJ MGR: Heather Lukes BEG RF PNT: 174+00.217 ENCUMBER R/W: \$0.00

DESIGN ENGINEER: Tony Wagner END RF PT: 188+00.703 AGREEMENT: \$0.00

CONST RES ENG: Jim Roberts PROCESS: B EST. CONST START: 05/01/15

BUSINESS LIAISON: PLANS READY DATE: 09/01/15

WORK TYP: Pmnt Resurf and Rehab PROJECT SEQUENCE: 45774 TRAFFIC IMPACT: Low

SEC WK TYP: Culvert Repair, Mill & Overlay, Turn Lanes, Excavation, Storm Sewer Replacement, Striping, Centerline Rumble Strips, Railroad Agreement

JOB #S: 2001-36: P=T6A149, 7402-28: P=T6A147, 7408-44: P=T6A148

ASSOC. SPs: 7402-28, 7408-44,

COMMENT: DESIGN ES - SONYA MANSFIELD,

MnDOT Schedule Report: All Activities by Project

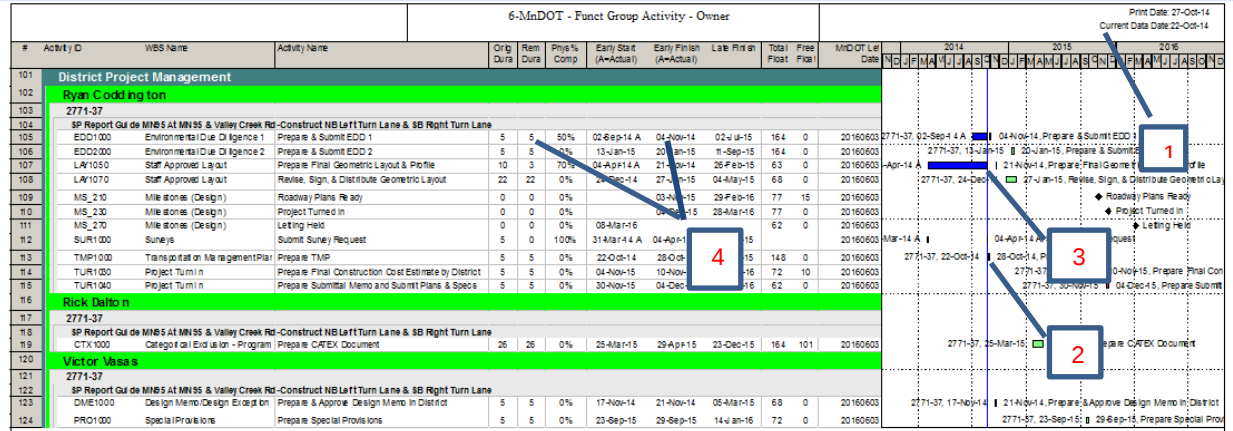
Project S.P.	Activity ID	Activity Name	Owner	Orig Dur	Rem Dur	% Comp	Early Start (A=Actual)	Late Start	Early Finish (A=Actual)	Late Finish	Total Float
2001-36	110421_F										
2001-36	1001	PROJECT INITIATION	Luke1Hea	1	0	100%	3/16/2011 A	9/30/2014	8/14/2013 A	9/30/2014	
2001-36	1003	PROJECT SCOPING	Luke1Hea	45	0	100%	4/29/2011 A	9/30/2014	9/4/2013 A	9/30/2014	

Program Review Report: (numbering correlates to red values on schedule)

P6 Report Layout: Generated from PPMS header and variable Program Review Reports depending on district

1. The PPMS Header report contains the data stored in PPMS – Let Date, funding, project description, limits, and more.
2. The schedule data is pulled from P6 and includes progress updates and resulting start and finish dates. The Activities listed will differ by District and will be indicated in the report title. The three reports indicate the report contains “All Activities”, “Activities on Critical Path”, or all Activities on “Project with Negative Float”.

4.2 FUNCTIONAL GROUP REPORT BY OWNER



Schedule Update and Accuracy Review: (numbering correlates to red values on schedule).

P6 Activity Layout: 6-MnDOT – Funct Group Activity - Owner

1. Data Date: The "time now" date that remaining durations and float are calculated from; may differ if float limit applied to project. This correlates with the Vertical Blue Line in the Gantt Chart.
2. Activity Riding the Data Date: Early Start= Data Date; Predecessors are complete. Schedule indicates activity can be started.
3. Out of sequence work: Gap in activity bar
 - Activity was started before all Predecessors were complete, the predecessor being finished is creating the gap.
 - Review logic with SSC scheduler and Project Manager, revise if needed
4. Activity not being updated: Started September 02, 2014. Started activities must be updated every two weeks. If no progress was made, contact your Project Manager and SSC scheduler to work through possible impacts.

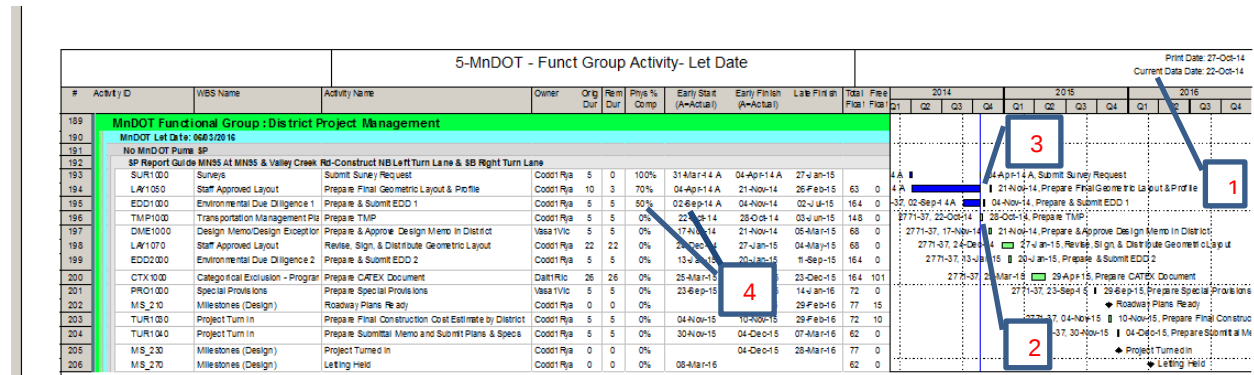
Audit of Missing work:

Look for:

- Activities coded to the wrong functional group
- Activities coded to the wrong owner
- Activities missing from a report
- Activities missing from a schedule

If there are errors or missing data is encountered, see SSC scheduler. Accurate Activity data produces accurate schedules and reports.

4.3 FUNCTIONAL GROUP REPORT BY LETTING DATE



Schedule Update and Accuracy Review:

(Numbering correlates to red values on schedule).

P6 Activity Layout: 5-MnDOT -Funct Group Activity – Let Date

1. Data Date: The "time now" date that remaining durations and float are calculated from; may differ if float limit applied to project. This correlates with the vertical blue line in the Gantt Chart.
2. Activity Riding the Data Date: Early Start= Data Date; Predecessors are complete. Schedule indicates activity can be started.
3. Out of sequence work: Gap in activity bar
 - Activity was started before all Predecessors were complete, predecessor creating gap.
 - Review logic with SSC scheduler and Project Manager, revise if needed.
4. Activity not being updated: Started September 02, 2014. Started activities must be updated every two weeks. If no progress was made, contact your Project Manager and SSC scheduler to work through possible impacts.

Audit of Missing work:

Look for:

- Activities coded to the wrong functional group
- Activities coded to the wrong owner
- Activities missing from a report
- Activities missing from a schedule

If there are errors or missing data is encountered, see SSC scheduler. Accurate activity data produces accurate schedules and reports.

4.4 FUNCTIONAL GROUP ROLE SUMMARY REPORT

						Schedule Review - Role W Role Spreadsheet												27-Oct-14 13:29											
Activity ID	WBS Name	Activity Name	Activity Original Duration (Days)	Role Remaining Units (Hours)	Early Start	Budgeted Units	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec								
Role: MnDOT																													
Role: Operations Division																													
Role: District																													
Role: Traffic - Signals & Lighting (Metro District Only)																													
Role: Traffic Signal/Lighting Group Lead																													
Role: Traffic Signal/Lighting Engineer																													
SP 6283-233 I94 At McKnight Rd (North, South And Burns Ave Ramps) In Ma																													
SAT1000 Signal Agreement																													
SAT1010 Signal Agreement																													
SAT1020 Signal Agreement																													
TSG1000 Signal Plan																													
TSG1010 Signal Plan																													
TUR1000 Project Turn In																													
SP 6227-74 MN120 At E. South Ave(CSAH25)40Th St N In N. St. Paul & Oakdale																													
SAT1000 Signal Agreement																													
SAT1010 Signal Agreement																													
SAT1020 Signal Agreement																													
TSG1000 Signal Plan																													
TSG1010 Signal Plan																													
TUR1000 Project Turn In																													
Role: Senior Traffic Signal/Lighting Technician																													
SP 6283-233 I94 At McKnight Rd (North, South And Burns Ave Ramps) In Ma																													
TSG1000 Signal Plan																													
TSG1010 Signal Plan																													
SP 6227-74 MN120 At E. South Ave(CSAH25)40Th St N In N. St. Paul & Oakdale																													
TSG1000 Signal Plan																													
TSG1010 Signal Plan																													
SP 2723-117 MN55 At Country Club Drive/Douglas Dr(Csah 102) In Golden Va																													
1251 90% Plans																													

Role Budgeted Units by Month (numbering correlates to red values on schedule).

P6 Resource Assignment Layout: Multi Project- Role w Role Spreadsheet

This report is for workload planning showing all of the work assigned to a role and the months the work is planned to occur in. This work is summarized by Role Group (branch of role tree).

1. Role – Person classification to perform task (Add info about summary).
2. Activity - Task to be completed
3. Remaining Role Hours – remaining hours to perform task.
4. Planned Role Hours by Month – hours distributed to calendar months based on activity early start and remaining duration.

4.5 MNDOT-3 MONTH LA; T F<60 D

2-MnDOT - 3 Month LA; TF < 60 D										Print Date: 24-Oct-14 Data Date: 23-Jun-15												
#	Activity ID	Activity Name	Owner	Original Duration	Remaining Duration	Physical %	Early Start (A=Actual)	Early Finish (A=Actual)	Late Finish	Total Float	2015											
											Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	
1	2771-37			207	103		04Apr-14 A	17Nov-15	13Nov-15	-2												
2	SP Report Guide MN95 At MN95 & Valley Creek Rd-Constru																					
3	Environmental			139	98		12-Sep-14 A	17-Nov-15	13-Nov-15	-2												
4	Environmental Studies			139	98		12-Sep-14 A	17-Nov-15	13-Nov-15	-2												
5	Cultural Resources - Work Package 3 State Level Review (State Funds Only):			0	0	0%	30-Jun-15	30-Jun-15	02-Jun-15	-20												
6	CRUI000 Received ENM	Zash1Kri		0	0	0%	30-Jun-15	30-Jun-15	02-Jun-15	-20												
7	Environmental Due Diligence 1			49	49		30-Jun-15	08-Sep-15	03-Sep-15	-2												
8	EDD1000 Prepare & Submit EDD 1	Codd1Rya		5	5	0%	30-Jun-15	07-Jul-15	02-Jul-15	-2												
9	EDD1010 Review & Respond to EDD 1	Aufd1Ne r		44	44	0%	08-Jul-15	08-Sep-15	03-Sep-15	-2												
10	Environmental Due Diligence 2			49	49		08-Sep-15	17-Nov-15	13-Nov-15	-2												
11	EDD2000 Prepare & Submit EDD 2	Codd1Rya		5	5	0%	08-Sep-15	15-Sep-15	11-Sep-15	-2												
12	EDD2010 Review & Respond to EDD 2 (see notebook topic)	Aufd1Ne r		44	44	0%	15-Sep-15	17-Nov-15	13-Nov-15	-2												
13	Wetland Delineations			51	10	75%	12-Sep-14 A	14-Jul-15	15-Jun-15	-19												
14	WTL1010 Delineate Wetlands (Level 1)	Heh1Kat		5	1		01-Jul-15	14-Jul-15	14-Jul-15	-19												
15	WTL1020 Delineate Wetlands (Level 2)	Heh1Kat		5	5	0%	01-Jul-15	14-Jul-15	14-Jul-15	-19												
16	WTL1030 Prepare Wetlands Report	Heh1Kat		5	5	0%	08-Jul-15	14-Jul-15	14-Jul-15	-19												
17	Permits			15	15		15-Jul-15	04-Aug-15	04-Aug-15	-19												
18	Wetlands/WCA & Aquatic Resources (404/401/Section 10)-1			15	15		15-Jul-15	04-Aug-15	04-Aug-15	-19												
19	WTP1000 Prepare & Submit Combined Permit Application	Heh1Kat		15	15	0%	15-Jul-15	04-Aug-15	04-Aug-15	-19												
20	Road Design			244	30		04Apr-14 A	14Oct-15	01-Jun-15	-95												
21	Design Surveys			22	22		23-Jun-15	23-Jul-15	26-Feb-15	-103												
22	Design Surveys			22	22		23-Jun-15	23-Jul-15	26-Feb-15	-103												
23	SDE1030 Conduct Utilities Survey	Wen1Mat		22	22	0%	23-Jun-15	23-Jul-15	26-Feb-15	-103												
24	Traffic Studies			5	5		23-Jun-15	29-Jun-15	01-Jun-15	-20												
25	Transportation Management Plan (TMP)			5	5		23-Jun-15	29-Jun-15	01-Jun-15	-20												
26	TMP1000 Prepare TMP	Codd1Rya		5	5	0%	23-Jun-15	29-Jun-15	01-Jun-15	-20												
27	Preliminary Design			228	47		04Apr-14 A	22-Sep-15	11-May-15	-93												
28	Staff Approved Layout			228	45		04Apr-14 A	22-Sep-15	04-May-15	-98												
29	LAV1050 Prepare Final Geometric Layout & Profile	Codd1Rya		10	3	70%	04Apr-14 A	23-Jul-15	26-Feb-15	-103												
30	LAV1070 Review, Sign, & Distribute Geometric Layout	Codd1Rya		22	22	0%	21-Aug-15	22-Sep-15	04-May-15	-98												
31	Design Memo/Design Exception			25	25		17-Jul-15	20-Aug-15	02-Apr-15	-98												
32	DME1000 Prepare & Approve Design Memo in District	Vasa1Vio		5	5	0%	17-Jul-15	23-Jul-15	05-Mar-15	-98												

Three Month Look-ahead: (numbering correlates to red values on schedule).

P6 Activity Layout: 2-MnDOT - 3 Month LA; TF < 60 D

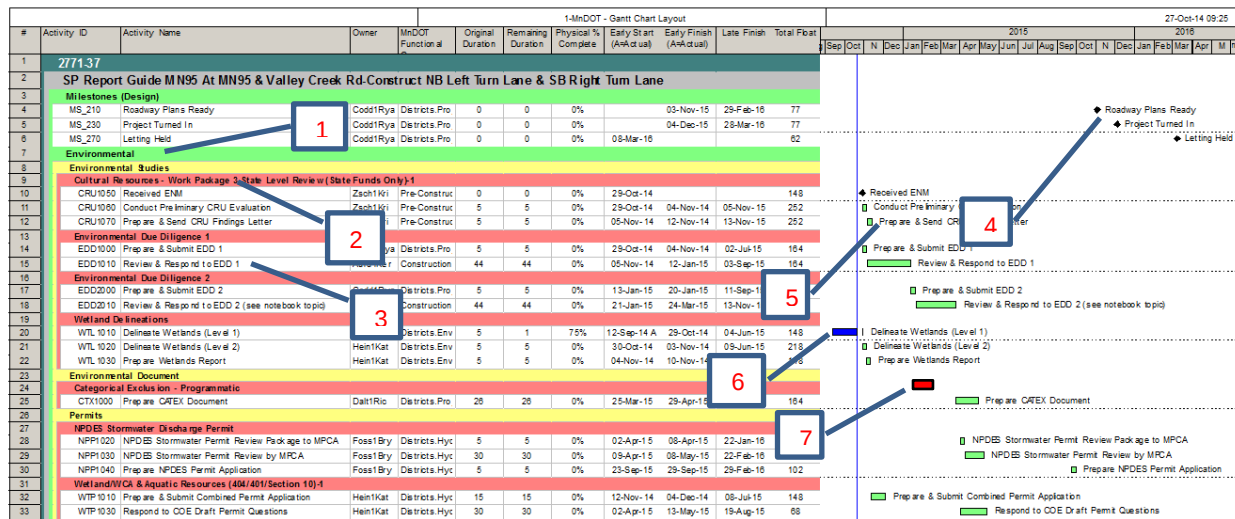
Project Management Report (link to each project report in District-Reports.xlsx sortable table)

This is a summary of upcoming work grouped by WBS. This is a good report for a project manager to identify what work is occurring or upcoming on a specific Project. Activities included have less than 60 days total float and can be started in the next three months

Schedule Information:

1. Data Date: The "time now" date that remaining durations and float are calculated from; may be in future if float limit applied to project.
2. Activities
3. Early Start: Within 3 months of Data Date

4.6 MNDOT GANTT CHART LAYOUT



Gantt Chart Project Review: (numbering correlates to red values on schedule).

P6 Activity Layout: 1-MnDOT - Gantt Chart Layout

Project Management Report (link to each project report in District-Reports.xlsx sortable table)

The primary use of the project Gantt chart is for review of a specific project, often by a project manager. The Activities are grouped by Work Breakdown Structure (WBS).

Schedule Information:

Activity Bars show earliest start date for activity based on schedule logic

1. Highest level of WBS within a project detailing work type.
2. Lowest level of WBS usually correlating to a deliverable.
3. Activities under WBS deliverables.
4. Diamond shape indicates Milestone.
5. Green Activity Bar indicates remaining work.
6. Blue Activity Bar indicates completed work.
7. Red Bar indicates Activity is on longest path (Critical)

4.7 MNDOT ACTIVITIES RELATIONSHIP REPORT: ALL ACTIVITIES BY PROJECT

31-Oct-14 09:28

MnDOT Activity Relationship Report: All Activities by Project

Project			Total Float	Owner	% Comp	Early Start (A=Actual)
Activity ID	Activity Name					
FS	1003	PROJECT SCOPING	50	Case1Cha	100%	18-Mar-13 A
Type	Activity ID	Predecessor		Owner	% Comp	Start Date
SS	1016	ESAL CALCULATIONS		Henr1Jim	0%	22-Oct-14
FS	1180	MATERIALS DESIGN RCMD		Clyn1Tim	75%	13-Oct-14 A
1016	ESAL CALCULATIONS		50	Henr1Jim	0%	22-Oct-14
Type	Activity ID	Predecessor		Owner	% Comp	Start Date
SS	1015	TRAFFIC FORECASTS		Henr1Jim	0%	22-Oct-14
Type	Activity ID	Successor		Owner	% Comp	Start Date
FS	1180	MATERIALS DESIGN RCMD		Clyn1Tim	75%	13-Oct-14 A
1040	FINAL DESIGN SURVEYS		50	Brus1Ri	0%	22-Oct-14
Type	Activity ID	Predecessor		Owner	% Comp	Start Date
FS	1003	PROJECT SCOPING		Case1Cha	100%	18-Mar-13 A
Type	Activity ID	Successor		Owner	% Comp	Start Date
FF	1249	FINAL HYDRAULICS DESIGN		Shek1Hai	0%	21-Nov-14
FF	1250	ROAD PLANS		Sche1Har	75%	01-Aug-14 A

Logic Report:

(Numbering correlates to red values on schedule)

P6 Report Layout: MnDOT Activity Relationship Report: All Activities by Project

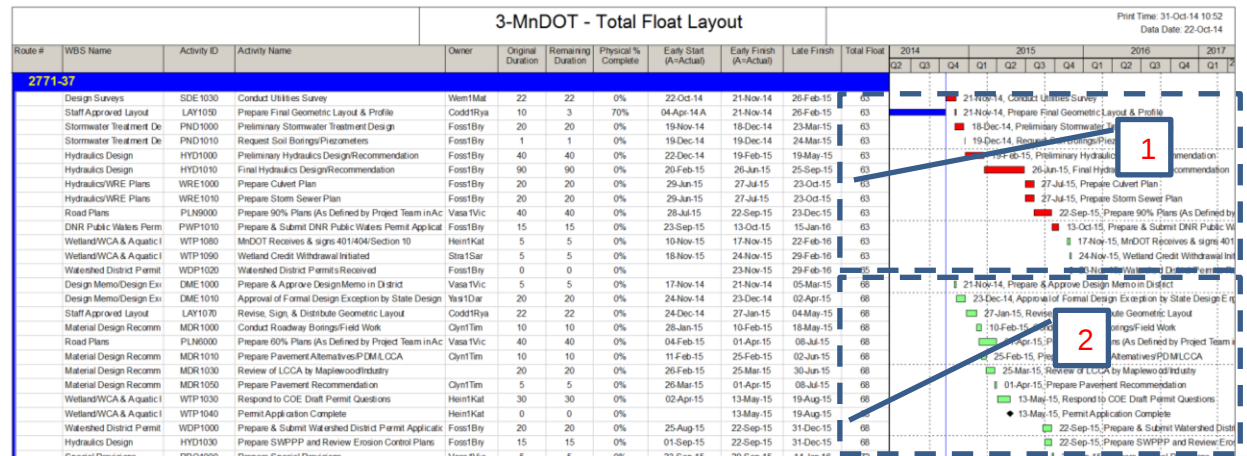
Project Management Report (link to each project report in District-Reports.xlsx sortable table)

The Project relationship report contains the logic between activities in a schedule. The Predecessor and Successor logic drives the start or finish of an Activity and the Float calculations.

Schedule Information:

1. Activity the logic is detailed for.
2. Predecessor - Activity driving the Activity being detailed.
3. Successor - Activity being driven by the Activity being detailed.
4. Type of logic; FS = Finish Start, SS = Start-Start, FF = Finish-Finish.
5. Estimated percent complete of Predecessor or Successor activities.
6. Anticipated or actual Early Start of the Predecessor or Successor activities.
7. Total Float of Activity being detailed.

4.8 ALL ACTIVITIES BY TOTAL FLOAT



Float Path Review

(Numbering correlates to red values on schedule).

P6 Activity Layout: 3-MnDOT - Total Float Layout

Project Management Report (link to each project report in District-Reports.xlsx sortable table)

The Total Float Layout groups Activities by the Activity Total Float and Start Date. This typically groups activities that logic connects together. Looking at each float path can aid in identifying activities that can be crashed to advance project delivery.

Schedule Information:

1. Float Path 1 – Activities in this float path are on the critical/longest path (red).
2. Float Path 2 – this is a secondary logic path through the schedule.

Analysis of float paths

Float path analysis will aid in identify activities that can be accelerated to deliver a project sooner than the schedule shows. In the example above the two float paths are shown. Seeing both float paths helps identify what duration can be reduced from Float Path 1 before Float Path 2 becomes critical and on the longest path. In this example 5 days can be removed from Float Path 1 before Float Path 2 becomes part of the longest paths. To crash the project more than 5 days, both float paths would require reduced Durations.

4.9 ALL ACTIVITIES BY EARLY START

4-MnDOT - All Activities by Early Start										Print Date: 24-Oct-14 Data Date: 22-Oct-14											
Route #	WBS Name	Activity ID	Activity Name	Owner	Original Duration	Remaining Duration	Physical % Complete	Early Start (As Actual)	Early Finish (As Actual)	Late Finish	Total Float	2014			2015			2016			2017
												Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3
2771-37																					
	Transportation Manager	TMP1000	Prepare TMP	CoddRya	5	5	0%	22-Oct-14	28-Oct-14	03-Jun-15	148										
	Design Surveys	SDE1030	Conduct Utilities Survey	WentMat	22	22	0%	22-Oct-14	21-Nov-14	26-Feb-15	63										
	District Land Surveys	SDL1020	Conduct As-Built Alignment Surveys	WentMat	22	8	75%	07-Apr-14 A	31-Oct-14	27-Jan-15	307										
	Wetland Delineations	WTL1010	Delineate Wetlands (Level 1)	HeintKat	5	1	75%	12-Sep-14 A	29-Oct-14	04-Jun-15	148										
	Environmental Due Dilig	EDD1000	Prepare & Submit EDD 1	CoddRya	5	5	0%	29-Oct-14	04-Nov-14	02-Jul-15	164										
	Cultural Resources - W	CRU1050	Received EIM	ZschHkr	0	0	0%	29-Oct-14			148										
	Cultural Resources - W	CRU1060	Conduct Preliminary CRU Evaluation	ZschHkr	5	5	0%	29-Oct-14	04-Nov-14	05-Nov-15	252										
	Wetland Delineations	WTL1020	Delineate Wetlands (Level 2)	HeintKat	5	5	0%	30-Oct-14	03-Nov-14	09-Jun-15	218										
	District Land Surveys	SDL1030	Conduct Existing Properties Surveys (see notebook)	WentMat	22	22	0%	03-Nov-14	05-Dec-14	29-Feb-15	307										
	Wetland Delineations	WTL1030	Prepare Wetlands Report	HeintKat	5	5	0%	04-Nov-14	10-Nov-14	16-Jun-15	148										
	Environmental Due Dilig	EDD1010	Review & Respond to EDD 1	AufstHkr	44	44	0%	05-Nov-14	12-Jan-15	03-Sep-15	164										
	Cultural Resources - W	CRU1070	Prepare & Send CRU Findings Letter	ZschHkr	5	5	0%	05-Nov-14	12-Nov-14	13-Nov-15	252										
	Wetland/WCA & Aquatic	WTP1010	Prepare & Submit Combined Permit Application	HeintKat	15	15	0%	12-Nov-14	04-Dec-14	08-Jul-15	148										
	Design Memo/Design Ex	DME1000	Prepare & Approve Design Memo in District	VasaTvic	5	5	0%	17-Nov-14	21-Nov-14	05-May-15	68										
	Staff Approved Layout	LAI1050	Prepare Final Geometric Layout & Profile	CoddRya	10	3	70%	04-Apr-14 A	21-Nov-14	26-Feb-15	63										
	RW Construction Limits	LIM1020	Prepare Preliminary Cross Sections	VasaTvic	5	5	0%	19-Nov-14	25-Nov-14	20-Apr-15	98										
	Stormwater Treatment C	PND1000	Preliminary Stormwater Treatment Design	FossHBry	20	20	0%	19-Nov-14	18-Dec-14	23-May-15	63										
	Design Memo/Design Ex	DME1010	Approval of Formal Design Exception by State Design	VasilDar	20	20	0%	24-Nov-14	23-Dec-14	02-Apr-15	68										
	RW Construction Limits	LIM1010	Review & Revise Preliminary Cross Sections	VasaTvic	10	10	0%	26-Nov-14	11-Dec-14	04-May-15	98										
	RW Construction Limits	LIM1020	Prepare & Submit Construction Limits	VasaTvic	5	5	0%	12-Dec-14	18-Dec-14	11-May-15	98										
	Watershed District Per	WDP0900	Coordinate With Watersheds	FossHBry	5	5	0%	19-Dec-14	26-Dec-14	02-Dec-15	234										
	Stormwater Treatment C	PND1010	Request Soil Borings/Piezometers	FossHBry	1	1	0%	19-Dec-14	19-Dec-14	24-Mar-15	63										
	Hydraulics Design	HYD1000	Preliminary Hydraulics Design/Recommendation	FossHBry	40	40	0%	22-Dec-14	19-Feb-15	19-May-15	63										
	Staff Approved Layout	LAI1070	Revise, Sign, & Distribute Geometric Layout	CoddRya	22	22	0%	24-Dec-14	27-Jan-15	04-May-15	66										
	Environmental Due Dilig	EDD0300	Prepare & Submit EDD 2 (see notebook topic)	CoddRya	5	5	0%	13-Jan-15	20-Jan-15	11-Sep-15	104										
	Environmental Due Dilig	EDD0310	Review & Respond to EDD 2 (see notebook topic)	AufstHkr	44	44	0%	21-Jan-15	24-Mar-15	13-Nov-15	104										
	Material Design Recomm	MDR1000	Conduct Roadway Borings/Field Work	ClynTfm	10	10	0%	25-Jan-15	10-Feb-15	18-May-15	68										
	Road Plans	PLN0500	Prepare 50% Plans (As Defined by Project Team in	VasaTvic	40	40	0%	04-Feb-15	01-Apr-15	08-Jul-15	68										
	Signing Plan	SGN1030	Prepare & Review 100% Signing Plan & Special Pro	BourTluk	10	10	0%	04-Feb-15	18-Feb-15	29-Jan-16	238										
	Material Design Recomm	MDR1010	Prepare Pavement Alternatives/PDM/LCCA	ClynTfm	10	10	0%	11-Feb-15	25-Feb-15	02-Jun-15	68										
	Hydraulics Design	HYD1010	Final Hydraulics Design/Recommendation	FossHBry	90	90	0%	20-Feb-15	20-Jun-15	25-Sep-15	63										
	Material Design Recomm	MDR1030	Review of LCCA by Maplewood/Industry		20	20	0%	26-Feb-15	25-Mar-15	30-Jun-15	68										
	Categorical Exclusion -	CTX1000	Prepare CATEX Document	DaltHro	26	26	0%	25-Mar-15	29-Apr-15	23-Dec-15	164										
	Material Design Recomm	MDR1050	Prepare Pavement Recommendation	ClynTfm	5	5	0%	26-Mar-15	01-Apr-15	08-Jul-15	68										

Schedule Activities sorted by Early Start

P6 Activity Layout: 4-MnDOT - All Activities by Early Start

Project Management Report (link to each project report in District-Reports.xlsx sortable table)

This report contains all activities in the project schedule sorted by early start. The common use for this report is to identify who should be working on your project next.

Note: This does not represent the order the schedule logic requires work to be complete, just when the earliest potential start can occur.

4.10 PPMS HEADER CURRENT

SP: 0202-95 Proj Seq: 43125 Hwy: 10 [Top of METRO](#) [District List](#)
SP: 0202-95 DST: M AREA: N RTE: 10 CNTY: Anoka,2 STATUS: Programmed ORG.LET: 1-1-31 CUR.LET: 1-15-15
DESCRIPTION: *CIMS*AT ANOKA-CSAH 83 IN CITY OF RAMSEY - CONST INTERCHANGE, INCLUDING CSAH 83 BRIDGE OVER US10 &
CSAH 83 BRIDGE OVER BNSF RR, PED/BIKE IMPRV, DRAINAGE, BARRIERS, LIGHTING, STRIPING, SIGNAL, SIGNING
PROGRAM: AM WRK TYPE: Grade, Surface, and Bridge ORG.COST: \$10,000,000
MI: .863 BEG.RF.PNT: 219+00.728 COST EST CHANGE: 08-22-14 CUR.COST: \$0
FY: 15 END RF.PNT: 220+00.593 AUTH DATE: AGREE AMT: \$10,000,000
BUS LIAISON: Jung, Paul PARCELS: RELOCS: R/W COST: \$0
PREL. PROJ. MGR: FIN. DES. PROJ. MGR: Bergem, Phillip RES. ENG: Penn,Dan
DESIGN ENG: Consultant, FUND DESIGNATORS: SF PLANS READY DATE:
JOB NUMBERS: 0202-(02007): BP=T9R757, 0202-(02586): BP=T9R758, 0202-95: P=T9F383
ASSOCIATED SPs: 0202-(02007), 0202-(02586)
EST. CONST START: 3-15-15 EST. CONST FIN: 7-15-16 TRAFFIC IMPACT: Medium Traffic Impact

SEE P6 REPORTS FOR POSSIBLE SCHEDULE

===== END OF 0202-95 =====

PPMS Header

Source PPMS – see PPMS Coordinator

This report contains project level data stored in PPMS. Common uses of this report is to determine the description, location, limits, estimated costs, development schedule, and letting dates for Trunk Highways, State Aid, Transit, and Rail and Intelligent Transportation Systems projects.

4.11 OWNER REPORTS – ALL ACTIVITIES SPREADSHEET

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Data Date: 10/22/14				MnDOT Puma				MnDOT Bridge				MnDOT Project			
	Project ID	Project Name	Job Number	Prime SP	SP	Number	Let Date	Proj Mgr	Manager	MnDOT Des	District	Functional Group	MnDOT Route	MnDOT Route	WBS Name	Activity ID
1	115807_B	SP 4509-(91008) T25584	4509-05	4509-05	4509-(91008)	9100	10/24/2014	hadrljer	hadrljer		D2	Engineering Ser MN			1 Other	A1050
2	115807_B	SP 4509-(91008) T25584	4509-05	4509-05	4509-(91008)	9100	10/24/2014	hadrljer	hadrljer		D2	Engineering Ser MN			1 CMGC	A1060
3	77065_F	SP 4509-05 MNJ T20016	4509-05	4509-05	NA		10/24/2014	hadrljer	hadrljer		D2	Operations Div. MN			1 Milestones	MS_1005
4	79119_F	SP 3205-29 US71 T73445	3205-29	3205-29	NA		4/24/2015	bowelchr	bowelchr	benz1bre	D7	Operations Div. US			71 Milestones	MS_100
5	79119_F	SP 3205-29 US71 T73445	3205-29	3205-29	NA		4/24/2015	bowelchr	bowelchr	benz1bre	D7	Operations Div. US			71 Milestones	MS_150
6	79119_F	SP 3205-29 US71 T73445	3205-29	3205-29	NA		4/24/2015	bowelchr	bowelchr	benz1bre	D7	Operations Div. US			71 Milestones	MS_170
7	79119_F	SP 3205-29 US71 T73445	3205-29	3205-29	NA		4/24/2015	bowelchr	bowelchr	benz1bre	D7	Operations Div. US			71 Milestones	MS_180
8	79119_F	SP 3205-29 US71 T73445	3205-29	3205-29	NA		4/24/2015	bowelchr	bowelchr	benz1bre	D7	Operations Div. US			71 Milestones	MS_190
9	79119_F	SP 3205-29 US71 T73445	3205-29	3205-29	NA		4/24/2015	bowelchr	bowelchr	benz1bre	D7	Operations Div. US			71 Milestones	MS_200
10	79119_F	SP 3205-29 US71 T73445	3205-29	3205-29	NA		4/24/2015	bowelchr	bowelchr	benz1bre	D7	Operations Div. US			71 Milestones	MS_210
11	79119_F	SP 3205-29 US71 T73445	3205-29	3205-29	NA		4/24/2015	bowelchr	bowelchr	benz1bre	D7	Operations Div. US			71 Milestones	MS_210

	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
	T Route				Original				Physical %				Remaining			
	WBS Name	Activity ID	Activity Name	Activity Owner	Duration	Complete	Duration	Duration	Early Start	Early Finish	Late Start	Late Finish	Total Float	Actual Start	Actual Finish	Project Sponsor
1	Other	A1050	AGREEMENTS-C Hadrljer		55	100%	100%	0	10/22/2014	10/22/2014	9/12/2014	9/12/2014		5/6/2013	5/7/2013	
1	CMGC	A1060	STRUCTURES PS Hadrljer		10	100%	100%	0	10/22/2014	10/22/2014	9/12/2014	9/12/2014		5/6/2013	5/7/2013	
1	Milestones	MS_1005	Scoping Docum Hadrljer		0	100%	100%	0	10/22/2014	10/22/2014	10/24/2014	10/24/2014			9/7/2011	
71	Milestones	MS_100	Project Initiated Bowelchr		0	100%	100%	0	10/22/2014		9/10/2014			1/1/2014		
71	Milestones	MS_150	Environmental Bowelchr		0	0%	0%	0		1/6/2015		4/23/2015	75			
71	Milestones	MS_170	Final Design Prc Bowelchr		0	0%	0%	0		10/22/2014		3/26/2015	105			
71	Milestones	MS_180	MDR Complete Bowelchr		0	0%	0%	0		10/24/2014		10/29/2014	3			
71	Milestones	MS_190	Utility Notice at Bowelchr		0	0%	0%	0		2/24/2015		3/12/2015	12			
71	Milestones	MS_200	Municipal Agree Bowelchr		0	0%	0%	0		1/13/2015		1/29/2015	11			
71	Milestones	MS_210	Roadway Plans Bowelchr		0	0%	0%	0		1/13/2015		1/28/2015	10			
71	Milestones	MS_230	Project Turned Bowelchr		0	0%	0%	0		1/29/2015		1/29/2015	0			

Owners Report

P6 Activity Layout: MnDOT All Activities Spreadsheet Layout

The All Activities Spreadsheet contains all Activities that are on Active Projects in MnDOT's P6 Enterprise System and contains the primary activity level data used by P6 for Owners, Functional Groups, and Project Managers.

The All Activities Spreadsheet is in a table format that can be easily grouped or sorted to extract specific information. This can be used to research project activities including what work is planned for a specific functional group or Owner, or to provide Activity Audits to improve the quality of schedules.

Activity Audits using the All Activities Spreadsheet can help identifying:

- Activities coded to the wrong functional group
- Activities coded to the wrong owner
- Activities missing from a report
- Activities missing from a schedule

If there are errors or missing data is encountered, see SSC scheduler. Accurate Activity data produces accurate schedules and reports.

5.0 SCOREBOARD LAYOUTS AND FILTERS

P6 is used to generate scoreboard information for the Project Management Battle. See [Coding Project in P6 for PM Battle Scoreboard](#) for additional information.

Scoreboard Filters are listed below. Filters use the most recent data date when pulling data for the scoreboard.

1.0 Scoping Document

- a. Scoping Document Complete Milestone or PPMS activity 1003 Project Scoping complete
- b. P6 Project Status code: active projects
- c. MnDOT Project Status code: planned or programmed
- d. Schedule: Design, Bridge or Scoping
- e. MnDOT Completion Type code: MnDOT Let
- f. A must finish by date that is after the last letting period

2.0 Signed and Approved Schedules

- a. Project Status code: active projects
- b. MnDOT Project Status code: planned or programmed
- c. Schedule: Design or bridge
- d. MnDOT Completion Type code: MnDOT Let
- e. MnDOT Baseline Status: Baselined
- f. A must finish by date that is after the last letting period

3.0 Negative Float

- a. P6 Project Status code: active projects
- b. MnDOT Project Status code: planned or programmed
- c. Schedule: Design or bridge
- d. MnDOT Completion Type code: MnDOT Let
- e. MnDOT Baseline Status Codes: Schedule Under Review, Baselined, Recovery
- f. a must finish by date that is after the last letting period Program Review Report

6.0 APPENDIX

The following information is further guidance, protocols, and reference materials for how to use reports in P6.

6.1 REPORTS LAYOUT DICTIONARY

The Reports Layout and Dictionary has been developed to detail out the columns/fields, filters, grouping and sorting information required to run reports if the layouts in P6 are not available. See [RD-00-12 Reports Layouts Dictionary.xlsx](#)